

ILLEGIB

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70-00211R000300280011-5

*Refiled*  
**FILED:**

*(monthly)*  
**RETURN TO**

**RECORDS MANAGEMENT DIVISION**

*1/6/55*

RECORDS CENTER BRANCH Statistical Report

Part I Record Holdings (cu. ft.)

	Reporting Period 1 - 31 Dec. 1954	Fiscal Year To Date
A. Records accessioned	101	2,044 ✓
B. Records disposed of at Center	29	128 ✓
C. Records Holdings	8,116	
D. Distribution Material Holdings	9,035	
E. Total Holdings	17,151	

Part II Reference Service on Records in Storage

A. Documentary	551	3,566
B. Informational	108	454

Part III Inter-Agency Reference Service

A. Requests	2	12
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Part IV Shelving Space Utilization (cu. ft.)

A. Total Capacity	18,948	
B. Utilized	17,151	
C. Available	1,797	

Part V Supplemental Distribution

A. Items Received for Distribution

1. Intelligence Reports		
a. Initial Receipt	7,977	48,702
b. Returns	2,425	17,406
2. Information Reports	6,864	30,707
3. Administrative Issuances	3,683	35,500
TOTAL	20,949	132,315

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## RECORDS CENTER BRANCH Statistical Report

Reporting Period  
1 - 31 Dec. 1951Fiscal Year  
To Date

## B. Items Furnished

1. Intelligence Reports	2,464	14,564
2. Information Reports	2,933	17,980
3. Admin. Issuances	<u>1,463</u>	<u>12,994</u>
	<u>6,860</u>	<u>45,538</u>
TOTAL		

## C. Reproduction Services (no. of pages)

1. Ozalid Process	15,707	100,308
2. Photo Copy Process	964	5,391
3. Ditto Process	<u>747</u>	<u>3,535</u>
TOTAL	<u>17,418</u>	<u>109,234</u>

## Part VI Initial Distribution

## A. Items Furnished

1. Regulations	892	31,692
2. Notices	19,045	109,522
3. Other	<u>10,776</u>	<u>32,577</u>
TOTAL	<u>30,713</u>	<u>173,791</u>

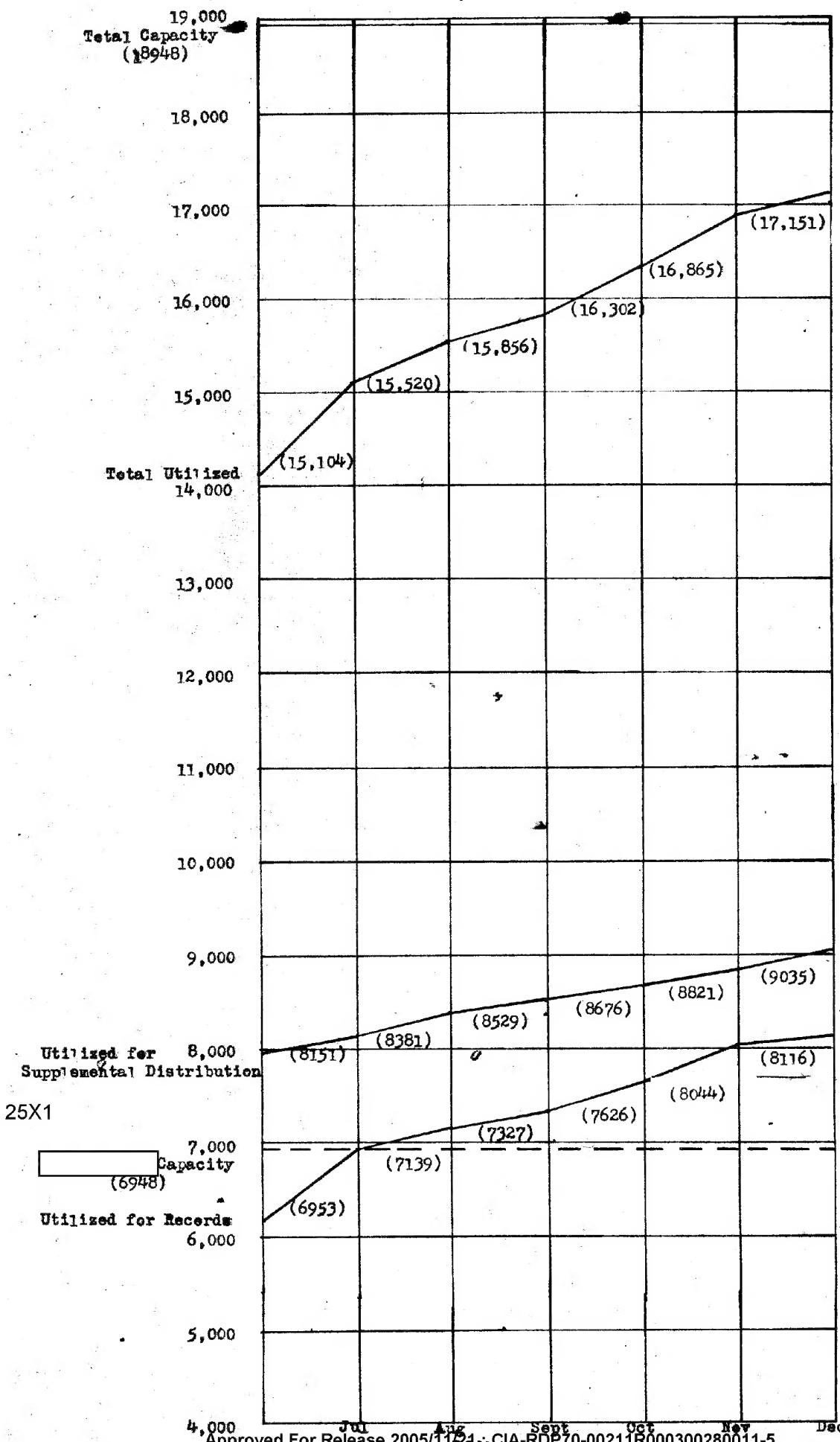
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ROSSLYN SHELVING SPACE UTILIZATION

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(In Cubic Feet)



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ROSSLYN SHELVING SPACE UTILIZATION

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(In Cubic Feet)

19,000  
Total Capacity  
(18948)

18,000

17,000

16,000

15,000

Total Utilized  
14,000

13,000

12,000

11,000

10,000

9,000

8,000

Utilized for  
Supplemental Distribution

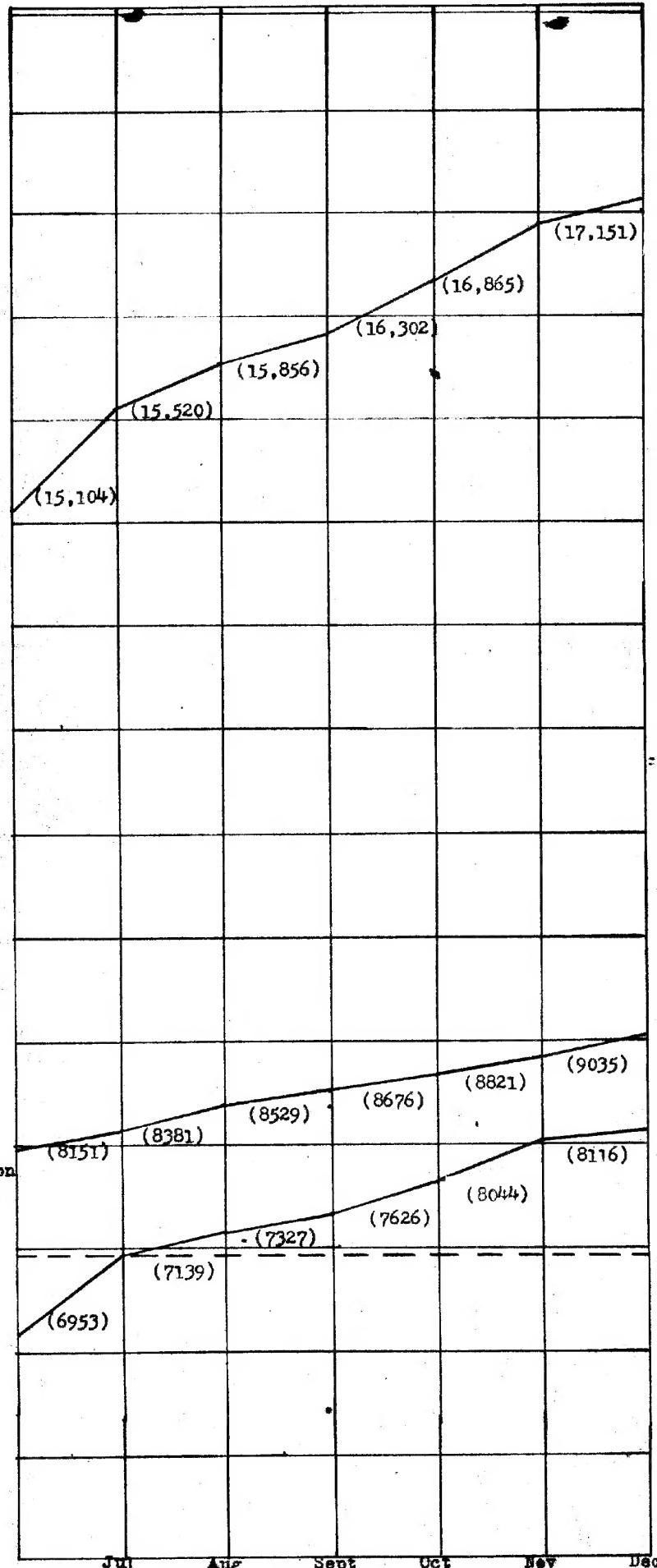
25X1

7,000  
Capacity  
(6948)

Utilized for Records  
6,000

5,000

4,000



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